

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
DETROIT, MICHIGAN**

OFFICE OF THE COURT ADMINISTRATOR/CLERK OF COURT

SECRETARY TO CHIEF OF COURT SERVICES - #00-13

STARTING SALARY/CLASSIFICATION LEVEL (depending upon qualifications): CL-24 - \$26,163-\$32,727 (Salary Potential to \$42,574)

This position is located in the Clerk's Office of the District Court. The incumbent provides administrative support services for the Chief of Court Services. Incumbent may be asked to provide some assistance to the procurement staff.

Representative Duties

- # Receives, screens and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance as authorized, maintaining the confidentiality of sensitive matters.
- # Screens incoming mail and handles routine matters as authorized; routes mail to appropriate destination; and monitors due dates to ensure that required responses are made timely.
- # Edits and reviews draft documents and types in final form the Chief of Court Services' material; assembles and attaches supplemental material; prepares appropriate copies. Composes routine letters for Chief of Court Services' signature. Compiles and completes data for reports, bulletins, questionnaires and other documents.
- # Establishes and maintains subject-matter files pertaining to immediate office of the Chief of Court Services. Updates files and disposes of material as necessary. Maintains Guide to Judiciary Policy and Procedures and all other office reference materials.
- # Coordinates and maintains Chief of Court Services' calendar and arranges meetings.
- # Arranges business travel itineraries for Chief of Court Services, including plane tickets, auto rental and hotel lodging; prepares travel payment vouchers.
- # Coordinates and follows up on requests for maintenance and cleaning services with General Services Administration.
- # Maintains telephone directory; responds to requests for current address/telephone information.
- # Serves as Federal Judiciary Telecommunications Network (FJTN) site coordinator.

- # Coordinates room reservations for Detroit Courthouse; informs Marshal Service as required.
- # Maintains records of building keys, card key permits and Citibank purchase cards.
- # Maintains office supplies for Court Services; reorders when needed.
- # Performs other duties as may be assigned.

QUALIFICATIONS

To qualify for the position of secretary, a candidate must possess the ability to work independently and as a team member, work under pressure and work cooperatively with others. The position also requires excellent organizational, communication and keyboard skills. Must be a self starter and be detail oriented.

Required

Candidates must be a high school graduate or equivalent and have two years of progressively responsible clerical or administrative experience which provided knowledge, skills and abilities to successfully perform the duties of secretary to the Chief of Court Services.

Preferred

Administrative duties associated with office management. Experience in another court or law-related field. WordPerfect for Windows.

Application Procedures

To be assured of consideration, individuals should apply for this position by submitting a cover letter and resume to the Personnel Office, United States District Court, 814 Theodore Levin United States Courthouse, Detroit, Michigan by the close of business on Friday, September 8, 2000. Only those applicants selected for an interview will be contacted. Resumes will be kept on file for one year. All appointments subject to mandatory electronic funds transfer.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY/EDR EMPLOYER

8/11/00